



Communities That Care

Training of Process Facilitators

Facilitating
through
Phase Five

Participant's Guide

Module 6

Module 6	6—4
Module 6 goal	6—5
Objectives	6—6
Milestones and Benchmarks	6—7
.....	6—8
The Community Planning Training (CPT)	6—9
The Strategic Planning Worksheet	6—10
Strategic Planning Worksheet	6—11
.....	6—12
Milestone: Specify the desired outcomes of the plan, based on the community assessment data.	6—13
Specify the desired outcomes of the plan	6—14
Behavior outcome format	6—15
Behavior Outcomes Worksheet.....	6—16
Milestone: Select tested, effective programs, policies and practices to address priority risk and protective factors and fill gaps.	6—17
Select tested, effective programs, policies and practices.....	6—18
Milestone: Develop implementation plans for each program, policy or practice selected.	6—19
Develop implementation plans for each program, policy or practice selected.	6—20
Milestone: Develop an evaluation plan.	6—21

Milestone: Develop a written Community Action Plan.	6—22
The Community Plan Implementation Training (CPIT)	6—23
Milestones and Benchmarks	6—24
.....	6—25
Milestone: Specify the role of the Key Leader Board, Community Board and stakeholder groups in implementing and evaluating the plan.	6—26
Specify the role of the Key Leader Board, Community Board and stakeholder groups.....	6—27
The Implementing Agencies Matrix Worksheet	6—28
Implementing Agencies Matrix Worksheet.....	6—29
Milestone: Implementers of new programs, policies or practices have the necessary skills, expertise and resources to implement with fidelity.	6—30
Milestone: Implement new programs, policies and practices with fidelity.	6—31
Implement new programs, policies and practices with fidelity.	6—32
Milestone: Conduct program-level evaluations at least annually.	6—33
Conduct program-level evaluations at least annually.	6—34
Maintaining support	6—35
Next up	6—36



Slide 6-1



Notes

Module 6 goal

Provide the knowledge and skills necessary for facilitating the *Communities That Care* effort in Phases Four and Five.

Communities That Care

Training of Process Facilitators

6-2



Slide 6-2

Notes



Slide 6-3

Objectives



Communities That Care

Participants will be able to:

1. Help communities address Phase Four milestone and benchmark issues.
2. Help communities address Phase Five milestone and benchmark issues.



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6-3

Notes

Milestones and Benchmarks

Phase Four: Creating a Community Action Plan

Milestones

The Community Board has the capacity to create a focused Community Action Plan.

Specify the desired outcomes of the plan, based on the community assessment data.

Select tested, effective programs, policies and practices to address priority risk and protective factors and fill gaps.

Benchmarks

Hold the Community Planning Training.

Ensure that the Community Board has the necessary skills and expertise to support plan development.

Engage all stakeholders whose support is required to implement the plan.

Create appropriate work groups to support plan development.

Develop a work plan and time line for plan creation.

Identify and secure the resources needed for plan development.

Specify desired outcomes (long-term goals) for youth development.

Specify desired outcomes for risk and protective factors.

Specify the population or geographic area to be addressed.

Investigate tested, effective programs, policies and practices for each priority risk and protective factor.

Involve Key Leaders, Community Board members, service providers, youth and community members in selecting tested, effective programs, policies or practices.

Select tested, effective programs, policies or practices for each priority risk and protective factor.

Engage organizations, agencies or groups to be involved in implementing each new program, policy or practice; obtain their commitment to implementation.

Identify desired participant and implementation outcomes for each program, policy or practice.

Milestones and Benchmarks

Milestones

Benchmarks

Develop implementation plans for each program, policy or practice selected.

Develop preliminary tasks, a time line and a budget for each new program, policy or practice.

Identify training and/or technical assistance needed for each new program, policy or practice.

Identify the resources needed to implement each new program, policy or practice.

Identify potential funding sources and allocation strategies for each program, policy or practice.

Involve youth in implementation planning as appropriate.

Develop an evaluation plan.

Develop a work plan and time line for the collection of problem-behavior, risk-factor and protective-factor data from participants every year, to measure progress toward the desired outcomes. Consider using the *Communities That Care Youth Survey* to measure progress.

Develop a work plan and time line for the collection of participant and implementation outcome data for each new program, policy or practice.

Develop a written Community Action Plan.

Ensure that Key Leaders, Community Board members and community members endorse the plan.

Distribute the plan throughout the community.

The community is ready to move to Phase Five: Implementing and Evaluating the Community Action Plan.

Develop an initial work plan and time line for Phase Five: Implementing and Evaluating the Community Action Plan.

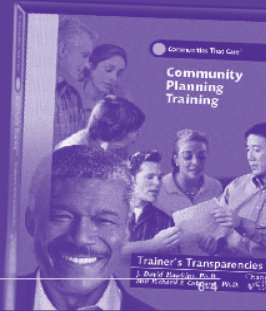
Identify and secure the resources needed for Phase Five.

The Community Planning Training (CPT)

Communities That Care

- the community vision
- outcomes
- tested, effective programs to address priority risk factors

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Slide 6-4

Notes



Slide 6-5

The Strategic Planning Worksheet

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The results of the work done in the Community Planning Training are organized in a single document called the Strategic Planning Worksheet.

The image shows a preview of the 'Strategic Planning Worksheet' form. It includes sections for 'Community Information', 'Community Needs Assessment', and 'Strategic Planning Worksheet'. The form is titled 'Activity Strategic Planning Worksheet' and 'Communities That Care'. It contains various fields for data entry, including 'Community Name', 'Community Address', 'Community Phone', 'Community Email', 'Community Website', 'Community Description', 'Community Needs Assessment', 'Community Strengths', 'Community Challenges', 'Community Goals', 'Community Objectives', 'Community Strategies', 'Community Actions', 'Community Evaluation', and 'Community Feedback'. The form is designed to be filled out by community members and facilitators to plan and implement community improvement projects.

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Notes



Strategic Planning Worksheet

Community: _____

Community vision: _____

Community resources assessment

Priority risk factors:

Existing resources:

Risk and protective factors that need new tested, effective resources:

Identified gaps, issues and barriers:

Community-level outcomes

Identified behaviors:

Behavior outcomes:

Identified priority risk factors:

Risk-factor outcomes:

Identified protective factors:

Protective-factor outcomes:

Module 6

Potential programs, policies and practices

1: _____

2: _____

3: _____

4: _____

Program-level outcomes

Participant outcomes:

Program 1: _____

Program 2: _____

Program 3: _____

Program 4: _____

Implementation outcomes:

Program 1: _____

Program 2: _____

Program 3: _____

Program 4: _____

Systems-change strategies

Program 1: _____

Program 2: _____

Program 3: _____

Program 4: _____



Slide 6-6

Milestone:
Specify the desired outcomes
of the plan, based on the
community assessment data.

- Specify desired outcomes (long-term goals) for youth development.
- Specify desired outcomes for risk and protective factors.



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6-6

Notes

Specify the desired outcomes of the plan

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?

Behavior outcome format

Communities That Care

1. To decrease alcohol and other drug use...
2. ...as measured by 8th-grade students reporting alcohol use within the last 30 days on the *Communities That Care Youth Survey*...
3. ...from the current baseline of 22% of 8th graders...
4. ...to 15% of 8th graders by 2007.

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6-7



Slide 6-7

Notes

Behavior Outcomes Worksheet

Behavior to be addressed:

Indicator used to measure the behavior (from your community assessment):

Baseline (from your community assessment):

How much change?

By when?

Desired behavior-outcome statement:



Milestone:
Select tested, effective programs, policies and practices to address priority risk and protective factors and fill gaps.

- Specify the population or geographic area to be addressed.
- Investigate tested, effective programs, policies and practices for each priority risk and protective factor.
- Involve Key Leaders, Community Board members, service providers, youth and community members in selecting tested, effective programs, policies or practices.
- Select tested, effective programs, policies or practices for each priority risk and protective factor.
- Engage organizations, agencies or groups to be involved in implementing each new program, policy or practice; obtain their commitment to implementation.
- Identify desired participant and implementation outcomes for each program, policy or practice.

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6-8

Slide 6-8

Notes

Select tested, effective programs, policies and practices

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?

Milestone: Develop implementation plans for each program, policy or practice selected.

- Develop preliminary tasks, a time line and a budget for each new program, policy or practice.
- Identify training and/or technical assistance needed for each new program, policy or practice.
- Identify the resources needed to implement each new program, policy or practice.
- Identify potential funding sources and allocation strategies for each program, policy or practice.
- Involve youth in implementation planning as appropriate.

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6-9



Slide 6-9

Notes

Module 6

Develop implementation plans for each program, policy or practice selected.

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?

Milestone: Develop an evaluation plan.

Communities That Care

- Develop a work plan and time line for the collection of problem-behavior, risk-factor and protective-factor data from participants every year, to measure progress toward the desired outcomes. Consider using the *Communities That Care Youth Survey* to measure progress.
- Develop a work plan and time line for the collection of participant and implementation outcome data for each new program, policy or practice.



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6-10



Slide 6-10

Notes



Slide 6-11

Milestone: Develop a written Community Action Plan.

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- Ensure that Key Leaders, Community Board members and community members endorse the plan.
- Distribute the plan throughout the community.



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6-11

Notes



The Community Plan Implementation Training (CPIT)

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CPIT participants:

- develop strategies for funding the Community Action Plan
- cover steps to ensure high-fidelity implementation
- make further evaluation plans
- develop a work plan and confirm steps for moving forward with implementation.

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6-12



Slide 6-12

Notes

Milestones and Benchmarks

Phase Five: Implementing and Evaluating the Community Action Plan

Milestones	Benchmarks
Specify the role of the Key Leader Board, Community Board and stakeholder groups in implementing and evaluating the plan.	<p>Clarify plan-implementation roles and responsibilities for individual Key Leaders, Community Board members and service providers.</p> <p>Develop collaborative agreements with implementing organizations and providers.</p> <p>Hold the Community Plan Implementation Training.</p> <p>Ensure that the Community Board has the necessary skills and expertise to support plan implementation and evaluation.</p> <p>Develop appropriate committees or work groups to support plan implementation and evaluation.</p> <p>Engage and orient new Key Leaders, Community Board members and stakeholders to the <i>Communities That Care</i> process.</p> <p>Establish partnerships with outside evaluators as needed.</p>
Implementers of new programs, policies or practices have the necessary skills, expertise and resources to implement with fidelity.	<p>Ensure that implementers have received the necessary training and technical assistance.</p> <p>Ensure that funding has been acquired to support the implementation of each new program, policy or practice.</p>
Implement new programs, policies and practices with fidelity.	<p>Ensure that implementers have the necessary skills and tools to measure implementation fidelity.</p> <p>Ensure that the program, policy or practice reaches the targeted population.</p> <p>Ensure that the program, policy or practice includes sufficient timing, intensity and duration to achieve the desired results.</p> <p>Ensure that the program, policy or practice achieves the desired participant and implementation outcomes.</p>

Milestones

Conduct program-level evaluations at least annually.

Conduct community-level assessments at least every two years.

Share and celebrate observed improvements in risk and protective factors and child and adolescent well-being.

Benchmarks

Measure participant and implementation outcomes.

Collect baseline, mid- and post-project evaluation data.

Refine programs, policies and practices based on the data.

Ensure that the Key Leader Board and Community Board review the plan every year.

Ensure that the assessment of risk factors, protective factors and problem behaviors is reviewed at least every two years. Readministration of the *Communities That Care Youth Survey*, for example, can assist this review.

Refine the plan based on the assessment results.

Share community and program-level evaluation results with the Community Board, the Key Leader Board and community members at least annually.

Share community-level evaluation results after readministration of the *Communities That Care Youth Survey*.



Slide 6-13

Milestone: **Specify the role of the Key Leader Board, Community Board and stakeholder groups in implementing and evaluating the plan.**



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- Clarify plan-implementation roles and responsibilities for individual Key Leaders, Community Board members and service providers.
- Develop collaborative agreements with implementing organizations and providers.
- Hold the Community Plan Implementation Training.
- Ensure that the Community Board has the necessary skills and expertise to support plan implementation and evaluation.
- Develop appropriate committees or work groups to support plan implementation and evaluation.
- Engage and orient new Key Leaders, Community Board members and stakeholders to the *Communities That Care* process.
- Establish partnerships with outside evaluators as needed.

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6-13

Notes



Specify the role of the Key Leader Board, Community Board and stakeholder groups

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?



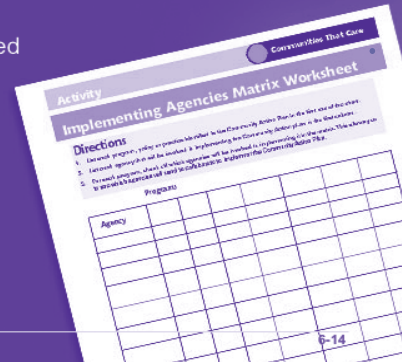
Slide 6-14

The Implementing Agencies Matrix Worksheet

 **Communities That Care**

The Coordinator will:

- List each program, policy or practice identified in the Community Action Plan.
- List each agency that will be involved in implementing the Community Action Plan.
- For each program, check off which agencies will be involved in implementing it.



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Implementing Agencies Matrix Worksheet

Directions

1. List each program, policy or practice identified in the Community Action Plan in the first row of the chart.
2. List each agency that will be involved in implementing the Community Action Plan in the first column.
3. For each program, check off which agencies will be involved in implementing it in the matrix. This allows you to see which agencies will need to collaborate to implement the Community Action Plan.

Agency	Programs				



Slide 6-15



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Milestone:
Implementers of new programs, policies or practices have the necessary skills, expertise and resources to implement with fidelity.

- Ensure that implementers have received the necessary training and technical assistance.
- Ensure that funding has been acquired to support the implementation of each new program, policy or practice.

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6-15

Notes



Milestone:
**Implement new programs,
policies and practices with fidelity.**

- Ensure that implementers have the necessary skills and tools to measure implementation fidelity.
- Ensure that the program, policy or practice reaches the targeted population.
- Ensure that the program, policy or practice includes sufficient timing, intensity and duration to achieve the desired results.
- Ensure that the program, policy or practice achieves the desired participant and implementation outcomes.



Training of Process Facilitators

6-16

Slide 6-16

Notes

Module 6

Implement new programs, policies and practices with fidelity.

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?

Milestone: Conduct program-level evaluations at least annually.

- Measure participant and implementation outcomes.
- Collect baseline, mid- and post-project evaluation data.
- Refine programs, policies and practices based on the data.



Training of Process Facilitators

6-17



Slide 6-17

Notes

Module 6

Conduct program-level evaluations at least annually.

Assigned benchmark: _____

1. What are some potential issues community members may have when addressing this benchmark?

2. Why would these issues have the potential to be significant?

3. What are some ways that a Process Facilitator can help community members address the issues for this benchmark?

Maintaining support

Communities That Care

- Recruit and orient new Community Board members.
 - Identify new members.
 - Use effective recruiting methods.
 - Successfully orient new members.
- Develop a public relations plan.
 - Develop effective communication methods.
 - Use effectively timed communication.



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6-18



Slide 6-18

Notes



Slide 6-19

Next up

You will next take some final steps before you begin work with communities.

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6-19

Notes